

## SMARTFIND EXPRESS QUICK REFERENCE GUIDE FOR ALL EMPLOYEES PHONE AND WEB BROWSER ACCESS INSTRUCTIONS

**\* Please note that ALL NEW Employees must register by phone with the system and create a PIN. The access ID and PIN are used for all interactions with the system and required before accessing the website**

- \* Register by Phone: Dial (916) 512-8568**  
Enter your access code – Which is your Employee Identification Number (EIN) and press the star “\*” key.  
Enter your PIN – Which is your Employee Identification Number (EIN) and press the star “\*” key, a second time.  
You will then be asked to choose a numeric 5 or 6 digit PIN.  
You will be asked to voice your name.

### Signing In on the Website

1. Open the web browser to the EGUSD Home Page: [www.egusd.net](http://www.egusd.net)
2. Click on **EGUSD Employment**
3. Click on **SmartFind Express**
4. Click on **CLICK HERE TO LOG ON TO SMARTFIND EXPRESS**
5. Enter your access ID/User ID (EIN), your new PIN/Password and the Captcha
6. You will view 3 tabs on the top right side of the screen:  
*Profile, Help, Sign Out*
7. You will view 4 tabs on the top left side of the screen:  
*Create an Absence, Review Absence, Reason Balances*

### PROFILE TAB

Choose this tab to view and/or update your personal information:

- You may change the telephone number, where you can be contacted by the system. Include a “1” and area code only if it is out of the “916” area code (no dashes).
- You may also change your email and change your password.

### Phone Access for *Current* SmartFind Express Users

1. Dial the system phone number: (916) 512-8568.
2. Enter your **Access ID** followed by the star (\*) key
3. Enter your **PIN** followed by the star (\*) key

### Menu Options

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

## General Information

SmartFind Express System Phone Number: **(916) 512-8568**

### Help Desk Phone Number:

#### If your last name begins with A – G

Pam Herrera

(916) 686-7797 ext. 67162

[pherrera@egusd.net](mailto:pherrera@egusd.net)

#### If your last name begins with H – L

Jennifer Di Paolo

(916) 686-7797 ext. 67163

[jdipaolo@egusd.net](mailto:jdipaolo@egusd.net)

#### If your last name begins with M – Z

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